

NEW DELHI



# NEW DELHI YMCA

INSTITUTE OF MANAGEMENT STUDIES

Since - 1972

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# PROSPECTUS

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## YMCA AT A GLANCE

The Young Men's Christian Association (YMCA) Movement, worldwide, since its inception in 1844 in London, has catered to young people's intellectual, spiritual and social needs irrespective of religion and social affiliation. It's symbol, the inverted red triangle, symbolizes the universal mission of developing body, mind and spirit. The first YMCA in India opened in Kolkata in 1854.

*The New Delhi Young Men's Christian Association* was founded in 1927, beginning in a humble way. Today, after more than 8 decades of its existence, New Delhi YMCA has become one of the largest YMCAs in the world. It was established with the avowed objective of the physical, moral and emotional development of the people in and around Delhi, particularly of the youth. In order to fulfil the same, the New Delhi YMCA undertakes various Social, Educational and Recreational Programs and Activities without any discrimination of Caste, Color, Creed and Gender.

The New Delhi YMCA, through its multifarious activities and Programs, attempts to bring together young people for the purpose of channelizing their energies for constructive work and motivating them to Take-up socially and mentally channelizing ventures, which will ultimately result in the betterment of the Society, the community and the nation at large. The YMCA aim is to instill in the youth of today the importance of right values and to lead a righteous life based on sound principles. In short, the New Delhi YMCA aims to develop leadership qualities in every individual and thus help them lead a healthy life through intellectual, moral, cultural, social and physical development.

The New Delhi YMCA, since its inception in 1927, has been serving Delhiites and people from the neighboring states to achieve the above mentioned objectives in letter and spirit. New Delhi YMCA has made a significant contribution to professional studies through the five Institutes it runs namely Institute for Office Management & Secretarial Practice, Institute for Fashion Technology and Design, Institute for Career Studies, Institute of Management Studies and the Institute for Media Studies and Information Technology.

### MISSION

The Mission of the New Delhi YMCA is to assist, guide and empower members and staff to accomplish the aims and objectives of the YMCA as enshrined in its Constitution, to ensure continuing relevance, and to help build a better DELHI, emphasizing the member's commitment to Lord Jesus Christ, His Life, Teachings and Mission, towards extending God's Kingdom where Peace and justice shall prevail. To achieve these, the Members shall involve themselves in activities and programmes that will enhance the quality of Life and human dignity, encouraging Christian and high ethical standards and creating harmony and mutual trust to advance the endeavor to help in establishing a civil society.

### RIGHTS RESERVED

The Administration of New Delhi YMCA reserves the right to make any changes in the requirements and regulations for admission, regulations for continuing in the course or for graduation, contents of the course, fee charged, regulations affecting students, or make any other suitable modification in any provision of the Course Syllabus or in any matter incidental or ancillary thereto, should these be deemed necessary in the interest of the student, the institute, or the profession. All matters of dispute shall be Subject to the Jurisdiction of Courts of the city of Delhi.

## NEW DELHI YMCA INSTITUTE OF MANAGEMENT STUDIES

### ABOUT US....

**New Delhi YMCA Institute of Management Studies (IMS)** *Established in 1972 | Pioneering Management Education in India*

The New Delhi YMCA Institute of Management Studies (IMS) was established in 1972 under the visionary leadership of the late Prof. A. Dasgupta, a pioneer in management education in India. Since its inception, IMS has earned a distinguished reputation as one of the leading institutions offering quality management education in the country.

With a legacy spanning over five decades, IMS has played a catalytic role in shaping the management education landscape in India. Our mission is to equip young minds with specialized skills, strong academic foundations, and a work-oriented approach to meet the dynamic demands of the corporate world.

IMS has a distinguished panel of experienced faculty members drawn from industry and academia. Between 1972 and 2013, over 8,000 executives from 3,000+ public and private sector organizations have earned Post Graduate Diplomas from IMS. Our alumni hold senior leadership positions—CEOs, Vice Presidents, Executive Directors, and General Managers—in reputed organizations across India and abroad. Their success stories are a testament to the quality of education IMS imparts and inspire our continued commitment to excellence.

As part of the New Delhi YMCA Education Centre, IMS offers a variety of professional, vocational, and industry-centric skill development courses, conducted by seasoned faculty and industry professionals. The institute is affiliated with the **Management and Entrepreneurship & Professional Skills Council (MEPSC)**, a recognized awarding body under NCVET (**National Council for Vocational Education and Training**), supported by the **National Skill Development Corporation (NSDC)**, Government of India.

**New Government-Recognized Courses:** To meet emerging industry needs, IMS now offers specialized, government-recognized programs in:

- Human Resources
- Business Analytics
- Import-Export Documentation
- Chartered Tax Practitioner

These courses are affiliated with **MEPSC, Government of India**, and are designed to empower learners with practical knowledge and employability skills.

At IMS, we remain committed to advancing higher education in **management, entrepreneurship, skilling, and vocational training** through meaningful collaborations with both public and private institutions. Our vision is to continue developing competent professionals and responsible business leaders who will shape the future.

## Message from the Director



**Prof. (Dr.) Piyush Sharma**  
**Director, IMS**

The Institute of Management Studies - New Delhi YMCA (IMS) is a longstanding leader in management education in New Delhi, with nearly 52 years of experience providing relevant programs. IMS's sustained success is attributed to:

- A curriculum aligned with the National Credit Framework under NEP 2020, as set by the Ministry of Education, Government of India.
- New courses tailored to industry needs and recognized by the Government of India.
- Course affiliations with the Management and Entrepreneurship & Professional Skills Council (MEPSC), Government of India.
- Highly experienced educators with industry and academic backgrounds.
- An affordable fee structure.

IMS employs modern teaching methods, emphasizing experiential learning for holistic student development. Industry-centric, skill-based courses, affiliated with MEPSC, enhance employability. MEPSC, an Awarding Body recognized by NCVET, is supported by NSDC, a Government of India initiative.

Skill education is paramount for Nation's progress, equipping individuals with the practical expertise necessary for a dynamic economy. By closing the divide between academic theory and workplace skills, it significantly reduces unemployment and boosts overall productivity.

To address evolving manpower needs, IMS collaborates with industry experts, academics, and sector skills councils. This collaboration informs the development of new, job-role-specific courses, enabling students to capitalize on emerging opportunities.

We look forward to welcoming you to IMS.

## COURSES AT IMS

The Institute of Management Studies, under the New Delhi YMCA Education Centre, provides a range of industry-focused professional, vocational, and skill-based courses designed to equip young individuals for successful careers. These programs are delivered by seasoned faculty and industry experts. The New Delhi YMCA Education Centre holds affiliation with the Management and Entrepreneurship & Professional Skills Council (MEPSC), which is an Awarding Body recognized by the National Council for Vocational Education and Training (NCVET), the Skills Regulator, and is supported by the National Skill Development Corporation (NSDC).

### 1. Human Resource Operations Executive (Government Recognised)

**Duration of the course** : One Year  
**Minimum Eligibility** : 12th Pass  
**Total fee** : Rs. 1,53,535/-



### Course Objectives

To keep participants informed about current developments, techniques, and advancements in Human Resources and Industrial Relations. Cultivate both theoretical and practical expertise in key HR functions, such as: Recruitment and Selection, Training and Development, Performance Evaluation, Compensation and Motivation Strategies, Workplace Communication, Negotiation Skills, Collective Bargaining. It will also ensure participants understand the legal and operational components required for effective management of routine HR and Industrial Relations matters.

### Course Outline:

Semester I :	Semester II :
Module 1 : Organisational Behaviour	Model 1 : Recruitment and Selection
Module 2 : Principles of Management	Module 2 : Compensation Management
Module 3 : Introduction to Business Economics	Module 3 : Industrial Relations
Model 4 : Statistics for Business Decisions Development	Module 6 : Employee Training and
Module 7 : Fundamentals of Environment Studies	Module 7 : Computer Application
Module 8 : Business Communication Skills-I	Module 8 : Business Communication skills -II
Module 9 : Employability Skills-I	Module 9 : Employability Skills - II
Elective 1 : Business Environment	Elective 1 : Guidance and Counselling
Elective 2 : Professional Ethics	Elective 2 : Public Relations

## 2. Business Analytics Executive (Government Recognised)

<b>Duration of the course</b>	<b>: One Year</b>
<b>Minimum Eligibility</b>	<b>: 12th Pass</b>
<b>Total fee</b>	<b>: Rs. 1,53,535/-</b>



### Course Objectives:

To provide students with a comprehensive theoretical and practical foundation in data analysis, equipping them with the essential skills required to pursue entry-level roles as data analysts. The course aims to develop analytical thinking and technical proficiency necessary to interpret data effectively. In today's data-driven environment, organizations seek data analysts to identify strategic opportunities, enhance operational efficiency, and support informed decision-making to drive business growth. This course emphasizes the hands-on implementation of analytics within diverse business sectors, equipping students for initial positions in the field of business analytics.

### Course Outline:

Semester I :	Semester II :
Module 1 : Fundamentals of Business Analytics	Model 1 : Mastering Data Visualization with power BI
Module 2 : Fundamentals of Web and Social Media Analytics	Module 2 : Strategic HR insights with Analytics
Module 3 : Applied Statistical Analytics for Business	Module 3 : Business Research Methods
Model 6 : Fundamentals of Environment Studies	Module 6 : Fundamentals of Computer Application
Module 7 : Basics of Effective business communication	Module 8 : Advance Business Communications
Module 8 : Employability Skills-I	Module 9 : Employability Skills - II
Elective 1 : Foundations of Micro-Economics	Elective 1 : Foundations of Micro-Economics
Elective 2 : Digital Transformation of Business	Elective 2 : financial Analytics for Business Decisions

### 3. Documentation Executive (Import-Export) (Government Recognised)

<b>Minimum Eligibility</b>	<b>: UG Certificate or Equivalent or 12th Grade pass with 1.5 years of relevant experience</b>
<b>Duration of the course</b>	<b>: Six Months</b>
<b>Total fee</b>	<b>: Rs. 61,639/-</b>



#### Course Objectives:

The Documentation Executive (Import-Export) Course centers on the critical tasks of document management and processing within international trade, specifically import and export operations. Assistance involves helping with planning for the beginning of the exporting and importing process, setting up and forwarding the legal proceedings, acquiring approval assistance for export and import proceedings including transportation assistance, consultation regarding trade agreements between different countries, providing advice regarding the exportation and importing of goods to beneficial countries and such other matters.

#### Course Outline:

COURSE CONTENTS
Module 1: Introduction to Skill India Mission and the role of Documentation Executive (Import – Export)
Module 2: Plan for Import – Export Applications
Module 3: Apply for Certificates through online process
Module 4: Prepare Export and Logistic Documents
Module 5: Online Application of Customs
Module 6: Introduction to Employability Skills
Module 7: Constitutional Values - Citizenship
Module 8: Becoming a Professional in the 21st Century
Module 9: Basic English Skills
Module 10: Career Development & Goal Setting
Module 11: Communication Skills
Module 12: Diversity & Inclusion
Module 13: Financial and Legal Literacy
Module 14: Essential Digital Skills
Module 15: Entrepreneurship
Module 16: Customer Service
Module 17: Getting Ready for Apprenticeship & Jobs

#### 4. Consultant-Chartered Tax Practitioner (Government Recognised)

**Minimum Eligibility** : Graduation in commerce/Business Management/ Administration / Accounting / Finance OR Graduation in any field with 1 year of experience

**Duration of the course** : Six Months  
**Total fee** : Rs. 61,639/-



#### Course Objectives:

This Consultant (Chartered Tax Practitioner) course provides aspiring professionals with comprehensive knowledge and practical expertise in Indian taxation law. The curriculum covers GST, income tax filing procedures, and the provision of tax advisory services. The consultant also helps in tax planning, fulfills other legal compliances of MSMEs and assists in maintaining books of accounts and records and documents.

#### Course Outline:

Module 1: Introduction to Skill India and the Job Role of a Consultant (Chartered Tax Practitioner)
Module 2: Manage payroll and other statutory compliances
Module 3: Prepare GST returns and other tax compliances
Module 4: Prepare income tax and other compliances
Module 5: Prepare financial statements for the clients
Module 6: Workplace safety, rescue, and first aid
Module 7: Principles of professional practice
Module 8. Introduction to Employability Skills
Module 9. Constitutional values – Citizenship
Module 10. Becoming a Professional in the 21st Century
Module 11. Basic English Skills
Module 12. Career Development & Goal Setting
Module 13. Communication Skills
Module 14. Diversity & Inclusion
Module 15. Financial and Legal Literacy
Module 16. Essential Digital Skills
Module 17. Entrepreneurship
Module 18. Customer Service
Module 19. Getting Ready for Apprenticeship & Jobs

## 5. Diploma in Business Management

<b>Minimum Eligibility</b>	<b>: 12th Pass</b>
<b>Duration of the course</b>	<b>: One Year</b>
<b>Total fee</b>	<b>: Rs. 1,53,535/-</b>

### Course Objectives:

The Business Management Course is designed to refine participants' analytical and decision-making abilities, while fostering a deeper comprehension of the economic, social, and political factors that influence the business landscape. Emphasis is placed on core managerial functions such as planning, organizing, leading, and controlling. The curriculum aims to cultivate vital leadership and management skills applicable across diverse organizational contexts. It seeks to empower learners to implement management theories, assess business situations, devise strategic plans, and foster organizational growth.

### Course Outline:

Semester I
• Fundamentals of Marketing Management & Digital Marketing
• Organisational Behaviour
• Financial and Management Accounting
• Introduction to Business Economics
• Managing Business Environment
• Computer Skills for Professionals
• Business Communication I
• Employability Skills - I

Semester II
• Operations and Supply Chain Management
• Business Ethics and Corporate Governance
• Managing Business Growth
• Human Resource Management
• Project Work and Viva Voce
• Entrepreneurship Innovation and Startups
• Employability Skills - II
• Business Communication – II

## 6. Diploma In Banking & Financial Management

<b>Minimum Eligibility</b>	<b>: 12th Pass</b>
<b>Duration of the course</b>	<b>: One Year</b>
<b>Total fee</b>	<b>: Rs. 1,53,535/-</b>

### Course Objectives:

This Course is tailored to fulfill the increasing need for skilled professionals in the Banking and Finance Sector. The core aim is to address the expanding industry demand for qualified personnel. This sector requires highly skilled professionals with a solid foundation in Banking and Finance, coupled with strong customer service abilities and practical expertise. This preparation enables them to be quickly integrated into various banking functions with minimal additional training.

### Course Outline:

Semester I :	Semester II :
• Principles of Banking and Finance	• Fundamentals of Insurance
• Banking Operations and Financial Systems	• Commercial Banking for Business
• Banking Law and Financial Markets	• Corporate and Securities Law
• Digital Banking and Financial Technology (Fin Tech)	• Regulatory Framework for Banking and Insurance
• Investment and Risk Management	• Retail Banking, Wholesale and International Banking
• Business Communication I	• Dissertation & Viva - Voce
• Management Accounting	• Technology in Banking and Insurance Sector
• Marketing Management	• Customer Relationship Management

## 7. PG Diploma in Business Management

**Minimum Eligibility : Graduate**

**Duration of the course : One Year**

**Total fee Rs. 1,67,695/-**

### Course Objectives:

The objectives of a **Postgraduate Diploma in Business Management (PGDBM)** are designed to prepare students for effective roles in the corporate and entrepreneurial world. The students will develop managerial skills, enhance analytical skills, foster leadership qualities to prepare for global business environment.

### Course Outline:

Semester I :	Semester II :
• Principles and Practices of Management	• International Business
• Managerial Economics	• Business ethics & CSR
• Marketing Management	• Production & Operation Management
• Accounting for Managers	• Managing Human Resources
• Business Communication for Managers -I	• Dissertation & Viva - Voce
• Information Technology for Managers -I	• Information Technology for Managers -II
• Entrepreneurship & EME Management	• Digital Marketing

## 8. PG Diploma in Operations & Supply Chain Management

**Minimum Eligibility : Graduate**

**Duration of the course : One Year**

**Total fee Rs. 1,67,695/-**

### Course Objectives:

The One year PG Diploma in SCM program is designed to provide in-depth knowledge and practical skills across the entire supply chain ecosystem. From sourcing and procurement to logistics, transportation, and inventory management, the program covers it all. It begins with foundational principles of supply chain management and builds up to advanced topics like demand forecasting, aggregate planning, Green Logistics & Sustainable Supply Chains and Supply Chain Analytics & Optimization . Students gain insights into how supply chains add value, reduce costs, and enhance customer satisfaction while learning industry-standard practices for effective supply chain execution.

### Course Outline:

Semester I :	Semester II :
• Principles of Supply Chain Management	• Supply Chain Risk Management
• International Trade	• Logistics & Transportation Management
• Inventory Management	• Green Logistics & Sustainable Supply Chains
• Quantitative methods for SCM	• Excel and Power BI for Supply Chain
• Advance Excel	• Supply Chain Analytics & Optimization
• Data Analytics for SCM	• Basic Python for Analytics
• Business Communication	• Dissertation & Viva - Voce

## 9. PG Diploma in Banking & Financial Management

**Minimum Eligibility : Graduate**

**Duration of the course : One Year**

**Total fee Rs. 1,67,695/-**

### Course Objectives:

This course provides a foundation for understanding of modern finance and the financial system. Participants explore the basics of valuations, the relationship between risks and return and essential tools for financial planning and forecasting. Though practical frameworks and analytical techniques, the course prepares students to make informed financial decisions in business environments.

### Course Outline:

Semester I :	Semester II :
• Financial Management Accounting	• Marketing Banking services / product
• Indian Financial Systems	• Ethics in Banks and Financial Institution
• Banking Law	• Accounting and Finance for Bankers
• Banking Technologies	• Commercial Laws with Reference to Banking Operations
• Business Communication for Managers -I	• Dissertation & Viva - Voce
• Public Relations	• Information Technology-II
• Information Technology -I	• Professional Ethics

## Six Months Certificate Courses (Weekend)

### 10. Human Resource Management

**Minimum Eligibility : 12th Pass**

**Duration of the course : Six Months**

**Total fee Rs. 61,639/-**

**Learning Objectives:**

1. To develop a foundational understanding of Human Resource Management and its role in organizations.
2. To understand individual and group behavior in organizational settings.
3. To build skills in conflict resolution and effective negotiation in the workplace.
4. To introduce students to global HR practices and cross-cultural management.
5. To enhance communication, interpersonal, and decision-making skills required in HR roles.

**Course Outline:**

Subject 1 – Management of Human Resources

Subject 2 - Organizational Behavior

Subject 3 - Conflict Management and Negotiation Skills

Subject 4 - International Human Resources Management

### 11. Retail & Brand Management

**Minimum Eligibility : 12th Pass**

**Duration of the course : Six Months**

**Total fee Rs. 61,639/-**

**Learning Objectives:**

1. Understand the retail marketing mix (product, price, place, promotion) and apply it to diverse retail formats and markets.
2. Develop and implement strategies to create, measure, and manage brand equity for retail brands.
3. Learn core operations including inventory management, merchandise assortment planning, supply chain, and store layout design.
4. Learn core operations including inventory management, merchandise assortment planning, supply chain, and store layout design.
5. Analyze emerging retail trends, global developments, and leverage analytics for informed decision-making

**Course Outline:**

Subject 1 – Marketing for Services and Products

Subject 2 - Luxury Brand and Product Management

Subject 3 - Retail Space Management & Merchandising

Subject 4 - Luxury Marketing for Brand and Services

## 12. Entrepreneurship and Business Management

**Minimum Eligibility : 12th Pass**

**Duration of the course : Six Months**

**Total fee Rs. 61,639/-**

**Learning Objectives:**

1. Identify and evaluate an idea; assess the market
2. Discover the key financial decisions any entrepreneur must make in the early stages of a new venture
3. Understand the process of raising capital and learn from successful entrepreneurs
4. Discover the key financial decisions any entrepreneur must make
5. Examining successful management tactics and Entrepreneurship skills

**Course Outline:**

Subject 1 – Strategic Leadership and Management

Subject 2 - Becoming Entrepreneurial: Purpose, Paths, and Inspiration

Subject 3 – Corporate Governance

Subject 4 - Entrepreneurial Opportunity Identification

## 13. Logistics & Supply Chain Management

**Minimum Eligibility : 12th Pass**

**Duration of the course : Six Months**

**Total fee Rs. 61,639/-**

**Learning Objectives:**

1. To learn what logistics and supply chains are and how they work.
2. To know how to keep track of products and materials efficiently.
3. To learn ways to move goods faster and at lower cost.
4. To understand how to build good relationships with vendors and partners.
5. To focus on making sure products reach customers when they need them

**Course Outline:**

Subject 1 – Supply Chain Management

Subject 2 - Inventory Control Techniques

Subject 3 - Transportation & Logistics Management

Subject 4 - International Trade

## 14. Wealth Management & Financial Planning

**Minimum Eligibility : 12th Pass**

**Duration of the course : Six Months**

**Total fee Rs. 61,639/-**

**Learning Objectives:**

1. Financial Advisor/Wealth Executive: Help Individuals plan investments & manage their finances.
2. Relationship Manager (Banking & NBFCs): Work with banks & financial institutions to handle client portfolios.
3. Mutual Fund/Investment Executive: Assist in selling & managing investment products.
4. Insurance Advisor/Planner: Guide clients in selecting suitable insurance & protection plan.
5. Financial & Investment Analyst (Entry Level) – Support research, portfolio tracking, & financial analysis.

**Course Outline:**

Subject 1 – Fundamentals of Financial Planning

Subject 2 – Investment Planning & Financial Markets

Subject 3 – Insurance, Tax & Retirement Planning

Subject 4 – Wealth Management & Portfolio Advisory





# NEW DELHI YMCA

## Human Potential Development Programme

### POLICY GOVERNING REFUND OF FEES FOR HPDP STUDENTS

#### General Guidelines:

1. Admission fee will be non-refundable
2. Registration Fee will be non refundable
3. Security Deposit will be refunded after successful completion of the course.

#### Refund Policy:

- A. Applying for fee refund before the course is commenced — 100% fee (except Admission Fee) is refunded.
- B. If the course is cancelled 100% fee is refunded including Admission Fee.
- C. Not having attended classes after the course commenced:
  - i. Applied for fee refund within two days from course commencement — 75% of the amount paid is refunded.
  - ii. Applied for fee refund between 3 to 7 days from course commencement — 50% of the amount paid is refunded.
  - iii. Applied for fee refund between 8 to 15 days from course commencement — 25% of the amount paid is refunded.
- D. Having attended classes for 01 day:
  - i. Applied for fee refund within two days from course commencement — 70% of the amount paid is refunded.
  - ii. Applied for fee refund between 3 to 7 days from course commencement — 40% of the amount paid is refunded.
  - iii. Applied for fee refund between 8 to 15 days from course commencement — 20% of the amount paid is refunded.
- E. Having attended classes between 2 to 6 days:
  - i. Applied for fee refund between 3 to 7 days from course commencement — 30% of the amount paid is refunded.
- F. Applying for refund of fee after lapse of 15 days of course commencement — No Refund will be made.
- G. Point No. 1 is common in all cases of A to F (if applicable).
- H. In all points mentioned above from A to E fee refund will be inclusive of GST.

# General Guidelines

## 1. Eligibility for Admission

Admission to the Institute is open to all young men & women without any distinction of caste, Caste, creed or religion. The Institute reserves the right to refuse admission to any applicant without assigning any reason.

## 2. Documents to be submitted along with the application form of the certificate/diploma course:

Certificate & Marks-sheet of 10th standard.

Certificate & Marks-sheet of 12th standard, Student whose results are awaited must submit Admit card and result must be submitted by first Semester Examination

For PG Diploma Graduation Mark-sheet. If student's result is awaited, admit card of final year exam to be given at the time of admission. Passing Certificate to be submitted before first semester failing which admission will stand cancelled.

## 3. Attendance

All students shall be regular and punctual throughout the academic year. Students must have 70% attendance to be eligible to appear for Semester end examination. If they are not able to cover up their attendance, they will not be eligible to appear for main examination. They will have to attend the classes again for the same within two years' time.

**Leave of Absence:** Prior permission from the Director, must be obtained in writing for leave of absence from the Institute. Continuous absence for more than 15 days without any intimation, will make the student liable to be struck off the rolls in exceptional cases/ re-admission. Can be sought on payment of Re-admission fee and arrears, if any.

**Medical Leave:** In case of illness, either parent must submit application and medical certificate to the Director, as soon as possible or immediately after the student re-joins the Institute. No Medical certificate will be accepted after a gap of one week from the date of his/her re-joining the classes. Attendance on medical grounds will be granted up to a maximum of 15 days in an academic year. All medical leaves must be supported with proof of medications like Doctor Prescription, Hospitalization bills, Test Reports etc.

#### 4. Identity Card

Students are expected to carry their Identity Card issued by the Institute at all times. Duplicate Identity Card will be issued on receipt of an application along with a copy of an FIR. Rs100/- will be charged for a fresh identity card. The Identity card must be surrendered to the Institute at the time of collecting the security deposit.

#### 5. Discipline on the campus

- All students admitted for any course at the Institute are expected to abide by the rules and regulations of the New Delhi YMCA
- Ir regular attendance, indecency, unsatisfactory progress, disobedience or misconduct on the YMCA premises will render a student liable for dismissal at any time. The Director's decision is final in the regard.
- In case of any damage to property, equipment, books etc. the student concerned shall be liable to replace the damaged property or make good the cost of the items.
- Visitors are not permitted to meet the students during class hours except with the prior permission of the Director.
- Every student is expected to observe discipline in and outside the classrooms.
- Breach of discipline will be dealt with by the Director.
- Use of mobile phones in the premises of YMCA is prohibited.

#### 6. Stationery

Students are required to purchase their own stationery as per the requirement of the course

#### 7. Evaluation & Examination

**Evaluation System:** At the end of each semester, participants will have to appear for examination. Apart of which is reserved for internal assessment i.e. Participation and contribution in seminars, case discussions and other sessional work. In order to complete the examination successfully, a participant shall be required to obtain a minimum of 40% marks in each paper and in aggregate. The participants who successfully complete the examination will be awarded a diploma/certificate in their chosen programme.

Those who pass the examination will be graded as per following grading

system: Above 60% First Division  
 Less than 60% and above 50% Second  
 Division Less than 50% and above 40%  
 Third division

**Verification of marks:** Any student not satisfied with the marks in any paper/papers may apply (in writing) in the prescribed form for verification of total marks recorded (not revaluation) in the answerbooks of such paper or papers. A fee of Rs. 50/- per paper will be charged. Such request applications should be made within 15 days from the date of declaration of the results.

### **Clash of Examination schedule**

In case final examination dates of the Institute clashes with university or any other institution the student is enrolled in, the student can appear for examination on time & date given the examination department in Supplementary examination /by paying the requirement Supplementary fees, provided he/she fulfils rest of the eligibility criteria.

**Supplementary Examination** Supplementary candidates are those candidates who have failed to obtain the minimum passing marks/percentage which is 40%. Examination for supplementary candidates will be held as per schedule declared by department of exams. Unsuccessful candidates must check form the office of the Institute regarding the date of supplementary examination and the same will be displayed on the notice board.

**Two chances only:** A candidate who gets supplementary in any of the semester examination will be provided with only two chances to clear the papers/s within two years of completion of the course.

### **8. Diploma / Certificate**

All candidates joining the Institute shall be eligible for award of Diploma/ Certificate only after being assessed successfully through the examination process established and within one year of the declaration of result.

### **9. Notice Board**

The students, in their own interest, should read the notice board every day. New Development and other important announcements shall always be communicated by displaying on Notice Board.

### **10. Library**

The library has one the best collections of books in Delhi. The library is a member of DELNET. It has arrangements with publishers and the British Council Division of India for supply and loan of books. The library also subscribes to over 150 journals and magazines.

### **11. Guest speakers**

A number of distinguished academicians, professionals and industrialists are specially invited to address the students periodically.

### **12. Course Curriculum**

The subjects of various programmes have been defined in the prospectus. The Institution reserves the right to change/add vary the course structure, Instructional/assessment pattern to keep pace with current industry practices and to improve the quality of programmes.

**13. Teaching Methodology**

A variety of teaching methods are used as appropriate to each subject. Lecture sessions are supplemented with Case Studies, individual and Group Exercises, Assignments, Seminar, Presentation, Business Games etc. Considerable emphasis is placed on group assignments, group discussions and group work. Personal Attention to candidates is an important feature of all the courses of the Institute. The faculty member remains in constant touch with the Director and with each other to evolve a properly planned course of instruction.

**14. Responsibility of Parent/Guardian:**

To ensure the accuracy while

- i) Submitting the application for admission i.e. Certificate, Diploma etc.
- ii) Submitting leave letters

Regular Payment of fee before due date

Encourage and monitor trainee for regular attendance, Good academic record and general behavior.

Declaration: The parent / guardian shall sign a declaration provided by the Institute which is an agreement between him/ her and management of New Delhi YMCA on behalf of the student.

Parents/Guardian must check from the Institute about all camps/programmes within Delhi or outside Delhi where overnight stay is required. The parents will be informed of such programmes through an official circular. The parent/ guardian shall sign the NOC provided by the institute in case of any overnight stay visit of a student.

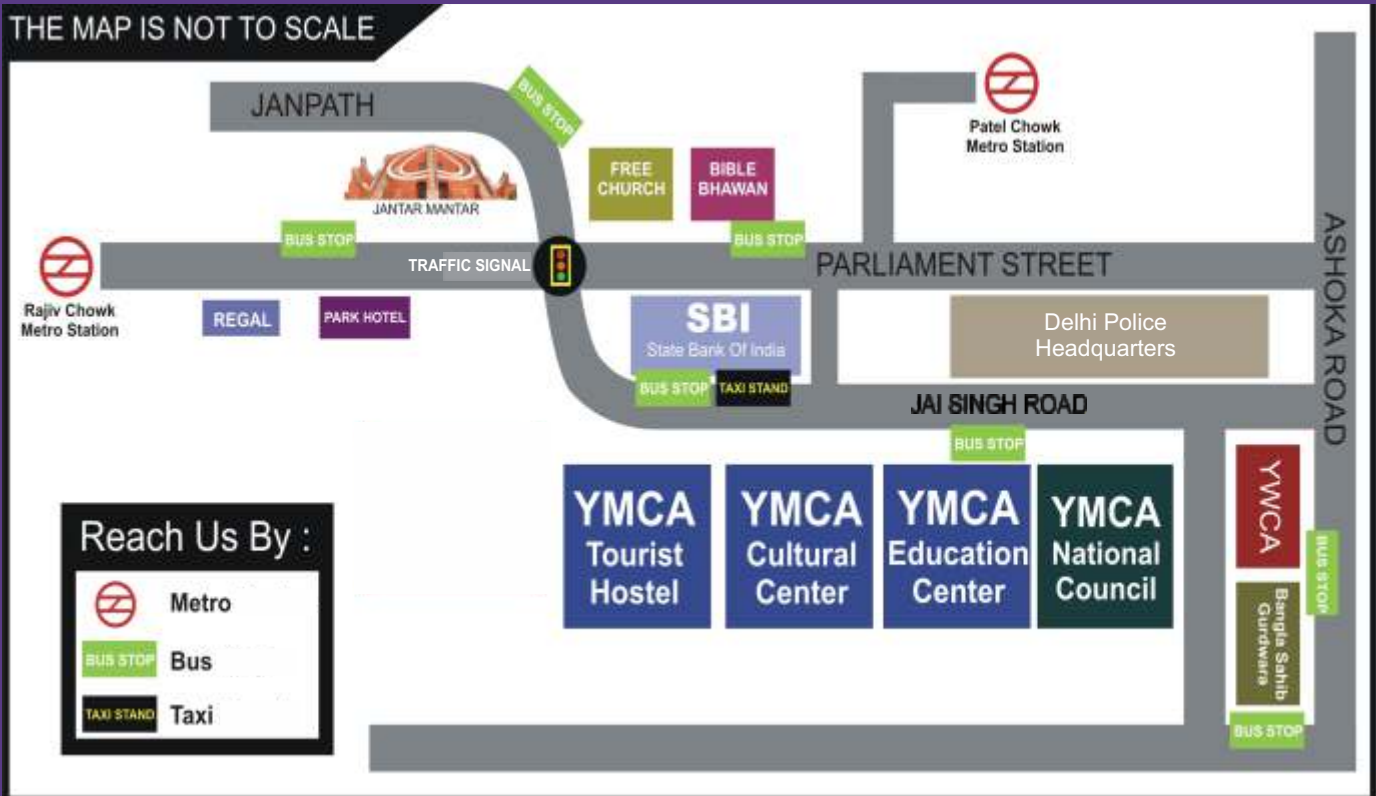
- 15.** The management reserves the right to change any or all of the contents of the Prospectus anytime without assigning any reason thereof.

**16. Parking of Vehicles**

Parking of vehicles in the New Delhi YMCA complex is at the sole discretion of the New Delhi YMCA. Directions of the watch and ward staff regarding parking of vehicles shall be strictly followed in this regard.



**NOW YOU CAN REACH US FROM ANYWHERE IN DELHI & NCR**



CCL Building (Second Floor), Gate No. 2, 1 Jai Singh Road, New Delhi - 110001  
 (Near Patel Chowk / Rajiv Chowk Metro Station) Tel:011-43644020/19, 9871393500  
 Email: [ims@newdelhiymca.in](mailto:ims@newdelhiymca.in) | Website: [newdelhiymca.in/ims](http://newdelhiymca.in/ims)